

**CHECKOUT CLEANING GUIDELINES**  
**GENERAL CLEANING**

**COMPLETED**

- \_\_\_\_\_ 1. All light bulbs working and all fixtures cleaned.
- \_\_\_\_\_ 2. All carpets vacuumed and professionally cleaned/floors cleaned all shining.  
Carpet cleaning receipt must be given to Agent upon checkout.
- \_\_\_\_\_ 3. All cabinets, closets and drawers emptied and cleaned.
- \_\_\_\_\_ 4. All traces of tenants must be out; cleaning supplies, soap, hangers
- \_\_\_\_\_ 5. Window sills free of insects, cobwebs and dirt
- \_\_\_\_\_ 6. Windows cleaned inside and outside (except outside of high rise).
- \_\_\_\_\_ 7. Draperies/curtains hung correctly
- \_\_\_\_\_ 8. Nails removed from walls; nail holes filled; walls returned to original clean condition; repainted if necessary
- \_\_\_\_\_ 9. Baseboards cleaned, free of dust and dirt

**KITCHEN ( Be sure it SPARKLES!)**

- \_\_\_\_\_ 1. Oven and broiler pan cleaned. (Do NOT use oven cleaner on continuous cleaning ovens.)
- \_\_\_\_\_ 2. Burner pans and rings cleaned or replaced; stove top and controls cleaned. (Remove aluminum foil from burner pans and oven.)
- \_\_\_\_\_ 3. Range Hood: Fan cleaned. Hood filter cleaned or replaced.
- \_\_\_\_\_ 4. Washer, Dryer, and Dishwasher cleaned.
- \_\_\_\_\_ 5. Refrigerator cleaned and emptied. Do not remove butter dish. (Do NOT unplug or turn off.)
- \_\_\_\_\_ 6. All spaces behind appliances cleaned.
- \_\_\_\_\_ 7. Shelf paper removed, including contact paper.

**BATHROOMS (They must SPARKLE, too.)**

- \_\_\_\_\_ 1. Commodes cleaned.
- \_\_\_\_\_ 2. Tubs and showers cleaned; tile and grout scrubbed. (Mildew Free)
- \_\_\_\_\_ 3. Shower doors, tracks and/or curtain cleaned. (Mildew Free)
- \_\_\_\_\_ 4. Mirrors and medicine cabinets cleaned; chrome fixtures shining.

**REMINDER** Disconnect as applicable: Telephone, electricity, water, gas, and cable TV

**NOTE: REMEMBER THAT RENT WILL BE CHARGED FOR ALL DAYS IT TAKES YOU OR US TO CLEAN THAT UNIT FOR THE NEXT TENANT SHOULD IT NOT BE CLEAN AT TIME OF CHECKOUT.**